

DOCUMENT RESUME

ED 113 477

CE 004 976

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 TITLE Career Education Activities: Primary Grades.
 INSTITUTION New Hampshire State Dept. of Education, Concord. Div. of Instruction.
 NOTE 65p.
 EDRS PRICE MF-\$0.76 HC-\$3.32 Plus Postage
 DESCRIPTORS Career Awareness; *Career Education; Class Activities; *Learning Activities; Occupational Information; *Primary Education; *Teaching Guides

ABSTRACT

Different aspects of life can be experienced by a child in a learning environment offered by a teacher. Such experiences will better prepare the student for the future in his dealings with other people and situations. The book offers detailed suggestions for various ways in which the teacher can introduce to the student in the primary grades information about various occupations and also words which may be useful in future reading and writing experiences. It contains sections on words to know, things to talk about, and things to do relating to different environments the child finds himself in (home, school, and community). Information is provided for the teacher about a variety of occupations, geared to the suggestions for student activities. (EC)

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CAREER EDUCATION ACTIVITIES

PRIMARY GRADES

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DISTRIBUTED BY: N.H. State Department of
Education

CE004977

OBJECTIVES

1. The students will learn:
 - a. what are the roles of children in the home
 - b. why father works
 - c. why mother may work
2. The students will become aware of the work of:
 - a. teacher
 - b. principal
 - c. custodian
 - d. cafeteria workers
 - e. school bus driver
 - f. librarian
 - g. doctor
 - h. nurse and aide
 - i. dentist
 - j. mailman
 - k. policeman
 - l. fireman
 - m. garbage collector
 - n. oilman
 - o. cashier
 - p. milkman

entails and what their work requires of them.
3. The students will learn terms used in speaking about each of the above occupations.

II

ACKNOWLEDGEMENTS

Schools should have the large variety of picture-story study prints published by the Singer SVE, the Society for Visual Education. From this source came much information about the different occupations treated in this paper. Their

address is: Society for Visual Education, INC.
1345 Diversey Parkway
Chicago, Illinois

For a few occupations, information came from visiting people at their work and talking to them about their jobs.

The following were especially applicable here:

Keeping the City Clean and Beautiful
Police Department Helpers
School Friends and Helpers
Fire Department Helpers
Neighborhood Friends and Helpers
Hospital Helpers
Supermarket Helpers

III

CAREER DEVELOPMENT

"The importance of a background of experience: An acquaintance with and a clear understanding of a multitude of things to better equip a child for learning experiences that await him. His observation may give him something to talk about, to speculate about, to pursue further, even though his reading and writing abilities may still be limited. He accumulates new words which will be useful in the reading and writing experiences which are to come.

The community as a laboratory:
Up to the time that he enters school, it is likely that the child's experiences have been centered in the local community. But only rarely has he been encouraged to organize his experiences in any way. So there is available to the primary grades the marvelous laboratory of the community where the child may see, hear, feel, smell, and touch real things; may question them; may think about them. Almost everything that interests the child has value for geographic instruction: rain, wind, sun, seasons, hills, yard and garden, soil, birds, oilman, milkman, cars, etc. The greater his geographic background, the greater interpretative power the child may exert."

- Newton, Massachusetts
- Division of Instruction

IV

INTRODUCTION

With all of the following occupations activities are specified which have to do directly with the job--but, there are many activities a teacher could do along with the children in general, with all the occupations.

1. Have them cut pictures from magazines or newspapers showing a picture of the worker in action in that particular job being studied. Then, have the children discuss the picture that they found, with the rest of the class. Make a bulletin board with all these pictures.
2. Have the children make their own poems about the job.
3. Find poems, pictures, songs, and even games that relate to the occupation. Teach them the songs and play the games; read the poems, and talk about the pictures.
4. Bring in a parent or any adult in the area who could show them something about the average day in the life of a (name of job).
5. After a resource person has come to share his work with the class, have the children write a thank-you letter of appreciation.
6. Read any stories that the children or teacher could bring to class having to do with the occupation currently being studied. Ties in nicely, at story hour.
7. Have the children write about what they remembered or enjoyed the most, concerning what the speaker said, or, have them put it on tape, if it is too difficult at this point to write such a story. Then the tape can be listened to by everyone, when all have had a chance to speak.

The various sections which follow are written as if it were the teacher talking to her students. They are not meant to be read by the children, nor even read to the children. This is a kind of script which suggests to the teacher some of the concepts that may be taught to early elementary pupils. The lists of "Words to Know" contain many words which may be too difficult for a particular group of students. These lists are made merely to suggest that some list of words related to the subject under study, should be considered.

The chief concern at this level is that pupils learn certain concepts concerning career education. Among these are the following:

- a. Career Development is a lifelong process, changing with maturity.
- b. Individuals have an influence over their life style.
- c. The individual can learn skills necessary to make mature, relevant decisions regarding his career.
- d. The individual must learn to accept full responsibility for his decisions.
- e. The individual needs to develop a realistic image of himself as a contributing member of society.
- f. All educational experiences, particularly school subject matter areas, are interrelated with careers and the world of work.
- g. Careers are interdependent.

VI

POEMS TO BE READ ALOUD

THE DENTIST

I'd like to be a dentist with a plate upon the door
And a little bubbling fountain in the middle of the floor;
With lots of tiny bottles all arranged in colored rows
And a page boy with a line of silver buttons down his clothes.

I'd love to polish up the things and put them everyday
Inside the darling little chest of drawers all tidily away;
And every Sunday afternoon when nobody was there
I should go riding up and down upon the velvet chair.

- Rose Fyleman

LIKE ME

A garbage man is a garbage man
Who rattles and bangs the garbage can.

Like me.

A policeman carries a club in his hand.

Like me.

The mailman carries a bag like mine.
And they all of them always have a good time.

Like me.

- Dorothy Aldis

THE DAIRY MAN

The dairyman comes up our street
With a bottle of milk, fresh and sweet.
No matter if the cold winds roar,
Up he tramps to our back door.

Sometimes we do not hear his feet,
Because we are still fast asleep.
Our breakfast always tastes so good
With creamy milk upon our food.

- author unknown

(No Title)

Stop, look and listen
Before you cross the street.
Use your eyes,
Use your ears,
Then, use your feet!

- author unknown

FIVE LITTLE FIREMEN

Five little firemen sit very still
Until they see a fire on top of the hill.
Number one rings the bell, ding-dong.
Number two pulls his big boots on.
Number three jumps on the fire engine red.
Number four puts a red hat on his head.
Number five drives the red fire truck to the fire,
As the big yellow flames go higher and higher.
"Whooo-oo, whooo-oo!"

- author unknown

(No Title)

Hear the fire trucks say,
"All of the cars get out
of the way!"
"Shhh!" goes the water
from the fire hose spout,
And quicker than a wink,
the fire is out!

- Educational Research
Council of Greater
Cleveland

Bobby Blue

Sometimes I have to cross the road
When someone isn't there
Except a man in uniform
Who takes a lot of care.

I do not call him Officer
As other people do,
I thank him most politely,
and call him Bobby Blue.

He's very big, and every one
Does everything he tells,
The motor-cars with hooters
and the bicycle with bells;
And even when I cross the road
With other people too,
I always say as I go by,
"Good-morning, Bobby Blue."

John Drinkwater

Stop-Go

Automobiles
In
a
row
Wait to go
While the Signal says:
STOP

Bells ring
Tingaling!
Red light's gone!
Green light's on!
Horns blow!
And the row
Starts

to

GO

Dorothy W. Baruch

The Policeman

He never used to notice me
When I went by, and stared at him.
And then he smiled especially,
And now he says, "Hello there, Jim."

If he becomes a friend of mine,
And I learn all I ought to know,
Perhaps he'll let me turn the sign
And make the people Stop! and Go!

Marjorie Seymour Watts

The Teacher

The teacher has quite curious ways--
She does NOT like the holidays;
She'd rather write with pen and ink
Than dig up worms and fish, I think.

Annette Wynne

B'S the Bus

B's the Bus
The bouncing bus,
That bears a shopper store-ward.
It's fun to sit

In back of it
But seats are better forward.
Although it's big as buildings are
And looks both bold and grand,
It has to stop obligingly
If you but raise your hand.

Phyllis McGinley

F is the Fighting Firetruck

F is the fighting firetruck
 That's painted a flaming red.
 When the signals blast
 It follows fast
 When the chief flies on ahead.
 And Buses pull to the curbing
 At the siren's furious cry,
 For early or late
 They have to wait
 When the Firetruck flashes by.

Phyllis McGinley

The Postman

Hey! the little postman,
 And his little dog,
 Here he comes a-hopping
 Like a little frog;
 Bringing me a letter,
 Bringing me a note,
 In the little pocket
 Of his little coat.

Hey! the little postman,
 And his little bag,
 Here he comes a trotting
 Like a little nag;
 Bringing me a paper
 Bringing me a bill,
 From the little grocer
 On the little hill.

Laura E. Richards

What's In The Mailbox

Most always, when the postman comes
 With letters, two or three,
 They're for my mother or dad,
 But never one for me.

I'm going to write some letters, though.
 That's what I'm going to do.
 And when my friends will answer me,
 And I'll get letters, too.

author unknown

The Postman

The whistling postman swings along.
 His bag is deep and wide,
 And messages from all the world
 Are bundled up inside.

The postman's walking up our street.
 Soon he'll ring my bell.
 Perhaps there'll be a letter stamped
 In Asia. Who can tell?

author unknown

Mail

Writing a letter
 Is really quite fun
 Because I can mail it
 As soon as it's done.

Marchette Chute

The Milkman

Good luck to the milkman,
 He's cold on his cart,
 But he whistles a tune
 To keep up his heart.
 And when we're all sleeping,
 Or sleepily drowse,
 He's out in the meadows
 And milking his cows.

Seumas O'Sullivan

Postman

Who's that standing at my
 door?
 I have seen that man
 before.

Why, it's the postman.
 Maybe, he has a letter
 just for me!

Louise Binder Scott

The Postman

You must, I think, be very
 strong,
 To be a postman all day long.
 For tho' it snows, or rains, or
 sleets,
 He still goes walking through
 the streets.

I'm sometimes there when he
 unlocks
 And empties out the letter box;
 And if I keep my letter back,
 He lets me drop it in his sack.

Rose Fyleman

The Postman

Eight o'clock;
 The postman's knock!
 Five letters for papa;
 One for Lou,
 And none for you,
 And three for dear Mamma.

Christina G. Rossetti

The Milkman

Early in the morning, when the dawn
 is on the roofs,
 You hear his wheels come rolling, you
 hear his horses' hoofs;
 You hear the bottles clinking, and then
 he drives away:
 You yawn in bed, turn over, and begin
 another day!
 The old-time dairy maids are dear to
 every poet's heart-
 I'd rather be the dairy man and drive
 a little cart,
 And bustle round the village in the
 early morning blue,
 And hang my reins upon a hook, As I
 have seen Casey do.

Christopher Morley

Ten Little Firemen (finger play)

Ten little firemen
 (Hold up 10 fingers)
 sleeping in a row,
 (Extend both hands, fingers closed)
 Ding-dong goes the bell,
 (Pull bell cord with one hand)
 And down the pole they go.
 (Close both fists, put one on top of
 the other, and slide down the pole.
 Off on the engine, oh, oh, oh.
 (Steer engine with hands)
 Using the big hose, so, so, so.
 (Make nozzle with fist)
 When all the fire's out, home sooo slow.
 (Steer engine with hands)
 Back to bed, all in a row.
 (Extend both hands, fingers uncurled)

Grayson, Marion F., Lets Do
Finger Play
 Washington, Robert B. Luce, Inc
 1962

The Man In Blue

See him standing, straight and tall,
 Watching over one and all.
 Cars and trucks go whizzing by
 Till he holds his hands up high.

As I cross he'll smile and say,
 "Hurry, boy, don't take all day."
 And I always listen, too!
 He's my friend, the man in blue.

Educational Research Council
 of Cleveland

P's the Proud Policeman

P's the proud policeman,
 With buttons polished neat.
 He's pleased to put his hand up
 When you want to cross the street.
 By daylight he protects you;
 He protects you through the dark
 And he points the way politely
 To the playground or the park.

Phyllis McGinley

My Policeman

He is always standing there
At the corner of the square
He is very big and fine
And his silver buttons shine.

All the cars and taxis do
Everything he tells them to
And the little errand boys
When they pass him make no noise.

Though I seem so very small
I am not afraid at all;
He and I are friends, you see,
And he always smiles at me.

Rose Fyleman

FAMILY RESPONSIBILITIES IN THE HOUSE

In every home, each member has jobs to do which help the whole family. Because everyone in the family does his part of the work, they all have more leisure time. Children should finish their chores (tasks) quickly and well--without being reminded by anyone. Each child's job depends on his age, skill, and ability. Their parents do not ask them to do more than they can learn to do.

DAILY WORK

All children should have certain jobs around the house to do, which they can do by themselves every day. For example, you could make your own bed every day, pick up things in your room and put them away nicely, dust your room, hang your clothes in the closet, pick up dirty clothes, and maybe set the table for meals, or wash and dry the dishes. By working together as one happy family, more time can be enjoyed together playing games inside the house or outside the house. Each member of the family can enjoy a clean orderly home, and therefore must help make it that way. Older children can help the mother cleaning the house, ironing, vacuuming, and cooking. Older boys can help their fathers with repairs in the house, mowing the lawn, raking the leaves, and shoveling the snow. As you get older you can assume more of the responsibilities that your parents now have, so by the time you are grown up, you will know how to take care of things by yourself.

You may have certain daily jobs you like to do better than others, but all work is important and must be done. When older children help take care of the house, they are not only being good members of the family, but also of the community.

PERSONAL ATTITUDES

The attitude of everyone in a family towards doing his own chores, is very important in making a happy family. There are many ways children can co-operate willingly --- by coming to meals on time, getting ready for school without any arguments, getting dressed yourself, being cheerful, getting along with each other, respecting each other's opinions and feelings, and trying to make each other's work easier.

WORDS TO KNOW

leisure	responsibilities	arguments
chores	community	respecting
tasks	attitude	opinions
reminded	cooperate	shoveling
	feelings	

THINGS TO TALK ABOUT

Discuss what would happen if people did not live up to their responsibilities in their jobs...if the doctor did not visit sick patients, if the city workers did not collect the trash, if the city plow men did not bother to plow after a snowstorm, if people everywhere did not go to work.

What tasks do you enjoy doing most around the house? The least?

Why should all tasks around the house still be done even if we do not like to do them?

What do you do to help around the house?

What equipment is used in your home to keep it clean and neat?

How can you improve your attitude toward the family responsibilities you have?

THINGS TO DO

Make a list of your family's daily chores. Say whether each job is done by one person or with others.

Draw a picture of each member of your family. Underneath each, write one responsibility this person has in the family.

Write or tell a story about your favorite job in the family.

Act out the daily activities of a family--in the morning, after school, at mealtimes, before bedtime. Show the right and wrong ways to be a good family member. Show how to correct a bad situation.

MORE TO TALK ABOUT

What happens when a member of the family does not "carry his weight"?

What would happen if your father decided not to go to work anymore?

What would happen if your mother decided to do nothing around the house?

What would happen if you or your brothers or sisters decided not to help with the chores?

FATHER WORKS

Men do many kinds of jobs to earn money for their families. A man could be an electrician, a printer, a newspaper reporter, an artist, a milkman, a mailman, a druggist, a store owner, a doctor, a dentist, a teacher, a policeman, a fireman, and many many more. Some jobs require skills and knowledge to be learned in college or high school, or he could get his training right on the job.

HOW EARNINGS ARE SPENT

The money the father earns is needed to support his family. It buys food, clothing, and pays the rent or mortgage on the place where the family lives. It also pays for electricity, the telephone, the gas and water and the oil and also provides for the family's education, recreation, and protection insurance. Each member of the family helps to see that the money is spent wisely. You, must not expect your parents to buy you everything you see that you would like to have for your own. Also, if you take care of your clothes and possessions, then you will make them last a long time, before new things have to be bought. Many mothers try to get new items when on sale, and the prices go down quite a bit.

GOING TO WORK

Because many of the jobs that men have are far away from home, a car is needed to get from one place to another. What some men do is to form a car pool. If your father works in a factory 10 miles from home, and he knows other men who live near you and are going to work at the very same factory, then one man is chosen to drive the other three or four men to work for that week. Then the next week the driver changes and another man uses his car to transport the others. This taking turns of driving is the "car pool."

ON THE JOB

Most men work eight hours a day, five days a week. They have time out for lunch. Factories have shifts. A shift is coming to work the same time every day and leaving at the same time. Some hospital nurses have shifts from 7 a.m. to 3 p.m.; then from 3 p.m. to 11 p.m. new nurses are on. Then for the night shift, the night nurses have duty from 11 p.m. to 7 a.m. This way there are always nurses on duty. Most jobs give more money per hour to work on the night shift. Besides being paid a weekly salary, there are other benefits most jobs give, such as pension (at retirement the person will continue to receive a little money to live on). If he gets sick or a member of his family does, some jobs give medical benefits; thus the doctor's bills are paid by the company.

It is important that a person enjoy his work. Most people do like it very much. They take pride in doing their work well. They are happy to know that their job, like every job, is useful to society. Not only do they help themselves and family, but they add to the improvement of the community and the country.

WORDS TO KNOW

factory	mortgage	sale
on the job training	support	car pool
skills	recreation	transport
earnings	possessions	protection
insurance	shift	income
salary	benefits	retirement
community	country	improvement

THINGS TO TALK ABOUT

Do all jobs have fine things to offer to everyone?

Should everyone be proud of his job?

What are some jobs men can do?

What does your father do?

What types of jobs require some men to work at night?

Why do night people usually get paid more?

Would you like to work at night and have the day hours off?

Would you like to do what your father does?

In your family, how can you help most to make the most of the family income?

THINGS TO DO

Have some fathers come in to speak to the class to talk about their work, if possible. Have them bring some tools to show, also.

Bring pictures of men doing different jobs and make a class scrapbook called "Occupations." Organize and label the pictures.

Make a list of all the different kinds of jobs men do to earn their money.

MOTHER WORKS

Like any women today, your mother could have another job outside the home, in addition to being a mother to you. She could work in a factory, or as a clerk in a store, or a supermarket cashier, or a nurse, or secretary, or a teacher. There are so many different jobs a woman could do for extra money.

REASON MOTHER WORKS

A mother often goes to work when all her children are old enough to go to school. The pay, or salary, that she receives for working may be needed by the family to support them. In exchange for her services, she is paid money which she uses to buy food and clothing and other necessities. But, a mother could also work because she would like her family to have certain extra things, called luxuries, which they could not afford to buy otherwise. This way your mother can buy little things she needs around the kitchen, or a new hat, or gloves; and she can buy for you that toy you saw in the store and have your heart set on, or the boots for the following winter. Maybe, your family could not buy things for a larger home, new furniture, or take a vacation without that money your mother also earns besides your father. The father works all day, five days a week, so he is said to work full time. Most mothers work only parts of each of the five days--called part-time work. She is a part-time employee. All jobs require some skill and knowledge of what they are doing. For some jobs such as teaching, secretarial work, and nursing, people who work these occupations, must have gone to college or had some sort of education before entering the job, to learn how to do a good job. Then, there is what one calls "on the job training." The person learns his skill and necessary information right there on the job as he does it. Mothers try to work hours when their children are at school, so that by the time they get home from school, mother is there to greet her children, and be with them the rest of the day.

HOW HER FAMILY HELPS

Work is something that a person puts a lot of time in in the average day, so it should be something one enjoys doing, and is happy to do more the next day. But, even though your mother may like to do her job every day, it is sometimes hard for a mother to do all the work that she has to do at home, and work at her job part-time, too. At home, mother usually does all the cooking, sewing, cleaning, ironing, washing, dusting, mopping, vacuuming, washing floors, and keeping the house in general order, picking up items that are out of place. Because this is so tiring and because working all day tires her out even more, the father and all the children should help clean up as much as they can around the house so the mother will not have so much to do. You as one of the children or maybe the only child, should do your job which is to clean your own room, pick up clothes and toys lying around the house. If you did that, what a big help you would be to your mother. She would have that much less to do. Each child has jobs to do without having to be told. The older children can help prepare meals, by cooking it, or if not old enough, setting the table. The possessions are picked up and the room is kept clean and neat. Each person

In the family should help and do their task willingly because mother gives up some of her leisure time and works hard for the family to have those extras.

WORDS TO KNOW.

exchange

afford

services

full-time

salary

part-time

support

require

luxuries

leisure time

necessities

tasks

THINGS TO TALK ABOUT

Does your mother work outside the home?

Where? What does she do?

What kinds of jobs can you name that women do?

What kind of training or skills does each of these jobs require?

Does everyone pitch in to help with the work at home?

How do you help?

THINGS TO DO

Bring in pictures of women working the different jobs. Explain them and talk about what they do.

Make a list of the responsibilities a working mother has at home and at her job.

Write or tell a story about the place your mother or a friend of your mother's works. Describe the location, the hours she works, and what she does.

Have mothers come in to talk to the class about jobs they once had outside the home, or presently do have outside the home.

TEACHERS

Your teacher has a very big job to do. She has many children under her care. She has to watch for your safety, teach you how to read and write, and learn about nature, and rocks and animals and how to move your body playing different games and how to get along with others. The teacher and students work together. Children can cooperate by paying attention and watching carefully.

The teacher helps the children learn and also hopes to help them want to read and learn on their own. She hopes to make lessons interesting for everyone to want to learn and listen. In a first graders day, he may start off with reading, then mathematics (learning how to add and subtract), and about circles, squares, triangles, and so many other important fun things to know about. A teacher hopes the children she teaches will have fun learning. At home, the teacher may spend so many hours getting ready for lessons she knows she will be teaching the children that week. She has much of it planned. Sometimes, the children help her to decide what needs to be learned and how to best learn it. A first grade class may have a reading hour. They listen to stories about exciting things, or listen to poems that are wonderful to listen to and try your hand at. They have science, music, and physical education (gym). Some children go on field trips and nature studies and then try to draw what they saw.

The teacher selects books and other materials the children will use for the year. She plans filmstrips, and movies along with speakers or educational television. By using all kinds of different things, she hopes all the children will understand and learn more easily.

The teacher has to go to college for at least four years to learn how to teach children and understand them. She must understand what she is teaching when she teaches reading, math, science, art, music and physical education. She hopes to be able to answer your questions, but teachers do not know everything, so she may look up the answer or you may look it up together. A teacher must also like children very much and want to help them.

THE CLASSROOM

The teacher tries to have a classroom where the children will have fun and want to learn and discover things about life. The way the teacher has the children arrange desks is the way she hopes all of them will learn best. The teacher puts up bright, interesting, colorful and cheerful pictures for her pupils to look at and talk about. She may also have bulletin board spaces for the children to decorate themselves along with some eye-catching books to read.

CLASSROOM BEHAVIOR

The teacher tries to be fair to all her pupils and also tries to be friendly to all. She hopes the students will watch her and learn to work together well. The school has materials such as crayons, scissors, pencils and paper. She must take care of them and she wants her pupils to learn to take care of them and their possessions also.

OTHER DUTIES

The teacher has the job of seeing that all the children are learning as best they can. She helps them work well with others even when eating and playing on the playground. She not only works with you and your classmates, but also with your parents, helping them know just how you are doing and how they can help you learn more at home. She may write report cards that tell your parents how well you are doing or she may meet with them personally at the school. The teacher is very happy to meet with parents. It is important that the child, teacher, and parent all work together.

PLAYGROUND GAMES

The teacher has the job of teaching young children games during physical education or on the playground. She teaches them games that give them exercise by walking, marching, skipping, running, hopping, and jumping. Games that have the children throw or catch help make strong arms while the other types of games make strong legs.

Developing team spirit and learning how to work and play together are very important. Practicing courtesy, fair play, honesty, and good sportsmanship help all the children enjoy the game. The teacher chooses games and activities that give the children a chance to practice getting along with each other. To play a game well, there are certain rules which must be understood and obeyed. To learn a game, pupils must listen carefully to the instructions. The teacher sometimes shows the children how to play the game. So the pupils must watch carefully.

Besides the joy and excitement which pupils have at the time they are learning a new game, the skills they learn can be used during play at home or in the neighborhood, too. It also adds to the enjoyment of watching others play the same games, because knowing how to play it helps in enjoying others playing it.

WORDS TO KNOW

materials	field trips	cooperate	fair-play
activities	eye-catching	arrange	sportsmanship
filmstrips	behavior	decorate	instructions
bulletin board	cheerful	courtesy	

THINGS TO TALK ABOUT

In what ways has your teacher made your classroom attractive?

How can the students make the classroom attractive?

In what ways does a teacher cooperate with her students?

How can you help the teacher?

How can you take care of all that belongs to the school?

How can you show fair-play and good sportsmanship on the playground?
In the classroom? in the bus?

THINGS TO DO

Draw a picture of children on the playground and some of the different actions they can be doing.

Draw a picture of children doing something the teacher does not want happening.

Pretend that you are the teacher. Show how you would greet the class in the morning.

Pretend some child hit another child in the classroom. How should the teacher handle the two children involved?

Write or tell a short story about your teacher and how she helps you learn.

Make a collage of pictures showing some children showing fair-play and good sportsmanship. Find pictures of teachers or adults outside of the school helping young people. Talk about these different pictures that you cut out.

THE PRINCIPAL

The principal is in charge of all the school workers and all the school children. There are many tasks to be performed by a principal in keeping his school running smoothly. At the beginning of each school term the principal must assign the pupils to their classrooms. Teachers use many materials so that the children will enjoy learning. In addition to the many textbooks that schools must have, there are also library books, paper, pencils, workbooks, maps, globes, filmstrips, study prints, art supplies, audiovisual equipment, and a variety of other materials. The principal must make arrangements for the ordering of these supplies and equipment. He must be well informed about the school's needs to help plan the school budget.

THE PRINCIPAL AS CHILDREN'S FRIEND

The teacher serves as a friend and guide to her pupils as she helps them learn. The principal acts as friend and guide to the teacher. He must be sure that a teacher receives whatever is needed to do the job well. If a parent has any questions, he talks to the teacher. Sometimes he goes to the principal.

The principal tries to make the school a comfortable place for the teacher and students. He or she may offer help to a teacher in terms of ideas, suggestions, materials, or in counseling to help solve difficult problems. Another job of the principal is to see that the children are safe at all times in school. He has to see that a teacher or other adult is watching all the children all day.

The principal works along with the fire department to plan practice fire drills. The principal sees that everyone is doing his job well. In small schools where the classes contain two grades such as first and second, the principal may have two main jobs, acting principal and also a teacher of one or two grades. Besides all this, when a visitor enters the school, this person must make himself known as to why he is there, and how long he will be there. So he has to speak with the principal. Whenever special notices are written for the children to take home to the parents or for the teacher to read, they come directly from the principal.

At the beginning of each new school year there may be new teachers hired at the school. The principal usually helps the superintendent hire these new people. He will hold an interview with them to get to know them and to talk to them about the school and the rest of the teachers in it.

WORDS TO KNOW

principal	audiovisual	budget	premises	interview
assign	equipment	suggest	fire drill	
transfer	variety	counsel	behaves	

THINGS TO TALK ABOUT

Do all schools, big or small, need principals? Why? Why not?

What are some problems the principal may have to face in his average school day? Discuss them.

THINGS TO DO

Invite the principal to speak to you about his job, what he had to learn to get the job, and the experience he needed to get the job. Write a story about how the principal helps your school. You need a student and principal.

THE CUSTODIANS

A custodian is a person who has the job of keeping the school clean, safe, and comfortable. He takes care of all the rooms and also takes care of the school grounds. Cleaning the classroom must be done daily. The custodian begins this part of the work right after school. He sweeps the floor, empties the waste-baskets, dusts the desks, cleans the erasers, and the chalkboard. This way, the children will enter a clean classroom every morning.

Sometimes, the custodian does heavier jobs such as mopping and waxing the floors, washing the windows and walls, cleaning all washrooms, water fountains, and corridors. There is a lot of physical work involved.

THE GROUNDS

The custodian has a lot of work to do outside the school building. He has to pick up paper and litter from the playground and around the school building. During the spring and summer, the custodian keeps the grass cut and watered and the flowers tended. During winter, he has to shovel the snow and pick at the ice that lies all around the doors leading into the building. Often salt or sand is sprinkled on icy areas so no one will slip on them.

MAINTENANCE

The custodian makes daily inspections of the building and grounds. He sees that the clocks, bells, and heating systems are operating smoothly. The custodian also checks to see that the desks are in good condition. If anything needs repair, the custodian can do it himself or call a plumber, roofer, painter, electrician, or whatever is needed. The custodian has to know a little bit about the work of these different men to see that they do their job well. The custodian must inspect the playground often. Any play equipment which might be unsafe he repairs or removes. He also supervises the opening and closing of the school building as well as the lighting of it. The valuable equipment in a school is often stored for safe keeping by the custodian. As you can see, the custodian has to do many different jobs. There is so much to do that in many of the big schools, there are many custodians working for the good of the children and teachers.

WORDS TO KNOW

custodian	equipment	fuel	litter
maintenance	hazardous	condition	plumbing
corridors	repair	valuable	furnace
inspection	electricians	chalkboard	

THINGS TO TALK ABOUT

How can you as school children help make the custodian's job a little easier?

Has anything in your room had to be repaired recently? Who repaired it? What tools were used? Did the repair add to your safety or comfort?

Name situations that would make you uncomfortable in the school that would need the custodians to repair.

What could happen to make you unsafe in the school area?

Could the school get along without a custodian? Why or why not?

What happens in your school if a window is broken? Who repairs it and who pays for it?

THINGS TO DO

Take a tour of the building. Locate the boiler room. Find out if your school has an incinerator room for burning trash. Pick out all the parts of your school that a custodian has to take care of.

Make a mural showing custodians doing different jobs. Invite a custodian of your school to come to talk to you about his job and how you can help him.

Make a list of what exactly the custodians in your school do.

Write or tell a story about how workers keep a school clean and safe.

SCHOOL BUS DRIVER

Many children live close to the school so they only need to walk a few blocks to get to school. For those city children or rural children who live far away from their schools, public transportation can be used most often. In big cities such as New York City, children can take subways or city buses to get to school or back home. They are not charged as much as the adult who travels this way to get to work. For the many boys and girls who live in rural areas with no such public transportation, there are buses that are special for transporting school children only to and from school. Children do not have to pay any money to take the bus because the use of it is paid through taxes in the city or town that they live in. This money buys the buses, the gas to run them, and pays the bus driver's salary.

There are thousands of buses used to carry children all over the United States. These school buses travel along regular routes picking up pupils in the morning and returning them after the day is over. Each bus driver drives his route daily. He knows exactly which roads to pick up the children, and which roads are the routes for the other bus drivers. Most school buses will seat as many as 66 children. If they have no more than this number, every child will have a seat to sit on, and will not have to stand which is very dangerous and is not allowed in some states.

These buses are for other things, too, besides taking children to school. Teachers can make arrangements with the bus company to take their classes on "field trips." Trips can be made to museums, zoos, farms, theaters, factories, airports, railroad stations, shipyards, planetariums, concerts, bakeries, dairies, fire stations, and libraries.

THE BUS DRIVER

The school bus driver must be chosen with great care. It is a very important job to see that all school children arrive at school and back home--safely. The driver must be in good health. He must also get a special driver's license and must pass certain tests. A school bus driver must know the rules of safety in taking on and letting off pupils. He must also use the greatest of care at all times in driving the bus. He is responsible for the conduct of the pupils while they are aboard. When on a field trip, the teacher and maybe some adult parents are on the bus also to make sure the children conduct themselves well.

BUS SAFETY

The people who operate the school buses must make sure that their buses are safe. The buses must be inspected from time to time to make sure that they are in good working order. The buses have special flashing lights that go on when the bus is stopping to let children on or off the bus so that the other car drivers come to a full stop. This ensures safety for the children who may be crossing the street to get to the bus or to go away from it.

Many schools use safety patrols who help children board and alight from the bus, who help children in crossing busy intersections, and who help keep order while the bus is in motion. For children who ride the school bus daily, many schools teach pupils school bus safety rules.

BEHAVIOR ON THE SCHOOL BUS

Whether using school buses for field trips or for daily transportation to and from school, boys and girls have certain responsibilities for courteous behavior and good manners. Being prompt by being on time in the morning at your bus stop is one way. That way your bus driver does not have to wait a few minutes for late children to get there. If he does, everyone is late for school. That is why if you are late, the driver can wait only a minute for you. Then if you are late and you missed the bus, you have to find someone to drive you to school. Usually, the bus driver is on time at your bus stop in the morning. Another good rule is to enter and leave the bus without pushing or hitting. Speak in regular voices and not too loud because this may give the bus driver a headache or make him upset, thus disturbing his driving. Also very important, is to remain seated while the bus is in motion. If the driver had to stop quickly and you were standing, you could be thrown forward and injure yourself. Keep the bus free of paper and trash, and keep books and other personal belongings away from the aisle so no one will trip and fall from these loose items. Following all the above rules will make riding on the bus pleasant and safe for everyone.

WORDS TO KNOW

responsibilities	public transportation	alight	subways	operate
rural	license	board	salary	taxes
route	prompt	travel	conduct	
field trip	safety patrol	disturb	behave	

THINGS TO TALK ABOUT

Why are school buses important to children living in rural places?

How do school buses help city children?

How do school buses help the school itself?

How can you help make school bus transportation safe and comfortable for yourself and your friends?

Talk about safety practices which your bus driver engages in while operating your school bus.

Why do some school buses have seatbelts?

How can you apply what you learned about rules while riding on the bus to riding in your father's car or your friend's father's car?

Why do we have rules?

Why should rules be obeyed?

THINGS TO DO

Invite a bus driver to come and talk to you about his work and how you as children can help him do his job better.

If you use a school bus for daily transportation to and from school daily, make a map of the route your bus takes.

Draw a picture of a school bus. Also draw children seated or getting on or off, along with the bus driver at the wheel.

Write or tell a story about "School Bus Manners."

Make a school bus from cardboard, and color it and make windows.

THE LIBRARIAN

The librarian helps any person entering the library to find books, magazines or other information. The librarian has to know the ins and outs of the whole library so he or she and the person needing the information do not have to look for the material all day. The school librarian shows the children how to find the book wanted. She shows them how to use the dictionary or other information in the library.

What exactly is a library? It is a place that stores many books, magazines, films, etc., for school children and adults around the community. Older people may visit it often to read the newspapers and books. Your parents use it to borrow books. Many new books arrive daily for public use at the library. They shelve these books by category. There are two main types of books--fiction and non-fiction. Storybooks are not true stories so they are fiction. Books containing true statements or things that really happened are non-fiction. All the history books may be shelved along walls in the same area, and the same with books about different countries or about science. Also found in libraries are maps, globes, atlases, and encyclopedias. Encyclopedias are books arranged in alphabetical order, which contain all kinds of information a person can use. An atlas is a book of maps.

It is important that the books be put back in the same place so that when others need the book later, they know where to find it. That is why special people are hired to reshelve the books looked at by others in the library, or brought back by people from their homes. This person will be sure to replace the book exactly where it belongs.

The librarian also has the job of checking out the books people want to borrow and take home. The person's name and the book he wants to take out of the library is put on a card at the library along with the date the book is to be brought back. Most books can be taken home 7-14 days. If brought back later than the date written on the back card of the book, then the borrower has to pay a fine, which is money, maybe 5 cents a day for each book. Or, if the book is lost and the borrower cannot find it, he will have to pay for it so that they can buy another book of the same title. When books are returned to the library, the librarian okays its return, and she puts it on a special moving bin that holds all the other books to be reshelfed by that special person.

THE SCHOOL LIBRARIAN

The school librarian usually has training from college. She works along with the teachers in the school, to help decide which books and materials would be helpful to buy for the children. Then they present the list to the principal who takes care of buying things for the school.

The librarian also helps students learn library skills, as to how to use it, what to find in it and where, how to use the tape recorders and filmstrips, and other machines, along with good library citizenship. This means she teaches the children to handle the books with care since these books will be around for

a long time for others to use and enjoy. Taking good care of the books, not writing in them, or ripping the pages out of the book, or damaging them in any way, and also returning them on the due date are all good ways of being considerate when using the library. For children, the librarian may form a story hour where you go to the library to listen to her wonderful way of telling a story.

WORDS TO KNOW

librarian	anxious	category	factual	fine
dictionary	shelved	fiction	atlas	bin
borrow	reshelved	non-fiction	encyclopedia	library skills
develop	citizenship	damage	considerate	story hour

THINGS TO TALK ABOUT

How does the librarian help you?

How can you help the library?

What is not the way one should act in the library or towards the fine books and materials the library owns?

What do you like best about the library?

Why should books be returned on time?

Why shouldn't you reshelve the books you look at?

What would happen if you looked at a book, walked around the library with it, and decided you did not want to take it home, so you put it back on the shelf nearest to where you are standing as you decided this?

THINGS TO DO

Invite a librarian to speak to you about her or his job and how you can help him.

Role play a good scene to see in the library.

Role play a bad scene to see in the library.

Write or tell a story about your last trip to the library.

CAFETERIA HELPERS

The cafeteria helpers are another group of people working at the school. The chef cooks the meals. He plans at least a week ahead of time what to serve to the children. When deciding what to include in each meal, the chef makes sure the meal is well balanced with meat or fish, a potato, vegetables, and a salad once in awhile, with some sort of fruit for dessert. A well balanced diet will result in strong healthy growing children. (At this point after discussing this occupation, a unit on nutrition and food would be ideal).

In some schools, there are no cafeterias with a cook to make the meals, so the children bring lunch from home. Milk can be bought at school.

The cafeteria workers begin their day early as soon as school doors are opened. They turn on ovens and stoves, open canned foods, and begin cooking the food. There is a lot of work in preparing so many meals for so many children and to see that not too many meals are made extra, since it would be wasteful.

The lunchroom manager (who may be the chef), besides deciding good nutritious meals to make, must also order the food and make sure it is enough to serve everyone. When the meat, vegetables, and all canned foods are delivered to the school, the lunchroom manager must have the food properly stored in the meantime.

Then there is that part of the job where the cafeteria helpers serve the food to the children. They also help by cleaning the vegetables to be used, making the salads, washing the tables, washing the pots and pans, running the dish-washing machines, mopping the floors and general clean-up. Their day ends after the kitchen and cafeteria are spic and span after a long day's use. Usually they may not leave until 1:30.

CLEANLINESS IN THE CAFETERIA

Good health is a must for all people working in the cafeteria because they are handling food all the time. Many schools say that their workers must have a health examination by a doctor to make sure they have no diseases or illness. White or blue uniforms are always worn by lunchroom workers. Women must wear hairnets, so that their hair strands will not fall accidentally into the food, then be accidentally eaten by the children. City and state health officers check once in a while to make sure the kitchen and cafeteria areas are kept clean always.

WORDS TO KNOW

cafeteria	well balanced	stored	health examination officers
decide	prepared lunch	distribute	hire courteous
include	delivered	spic and span	accidentally

THINGS TO TALK ABOUT

What would happen if no one wanted to take the job as chef in the school or as cafeteria helpers?

What is a well-balanced diet?

What kind of a lunch program is at your school?

How many cafeteria workers work at your school?

What is each of their jobs? What do they do in their job?

Why must the workers be healthy?

How should you behave in the cafeteria?

Tell a story about how one should not act while in the cafeteria.

Do the other children in the school behave properly there? How could they behave better?

THINGS TO DO

Find out if the class could take a tour of the kitchen area.

Ask the cook to speak to you about how she goes about deciding what to serve, and what goes on in her average day.

Plan your own menus of a nutritious diet for one week. (Teach about basic food groups).

Write or tell a story on the tape recorder as to how you behave in the cafeteria, and how you can help make the lunch time a more enjoyable time.

Make a collage of different foods that are good to eat.

DOCTOR

A doctor takes care of persons when they are sick or hurt and helps them get well again. He has his own office where his patients can see him to be examined. If he feels they are so ill or need to have an operation, he calls the hospital to tell them he is admitting a patient to stay there for awhile. Then he can take care of them while they are in the hospital. He can visit them every day to see how well they are doing. He tells the nurses what medicines to give his patient and orders any other treatments he may need. Sometimes he even tells the hospital helpers what kinds of food to give his patient. The doctor tells his patients when they are well enough to leave the hospital to go home. Other doctors, called interns, or residents, are also on hand at the hospital to help when they are needed. This doctor may call in another doctor, a specialist, to help with the patient.

STUDYING TO BE A DOCTOR

The doctor has to study many years. After three or four years of premedical training in college, he goes to medical school for four years. During this time, he spends many hours learning about the human body. He learns about the kinds of diseases people can have and how to recognize them. Most important of all, he learns how to treat (help) people when they are sick or have an injury. As a medical student, the doctor also spends many hours in hospitals observing patients and learning from other doctors. After he graduates from medical school, the doctor works as an intern at a hospital before setting up his own medical practice.

DOCTOR SPECIALISTS

Often doctors want to specialize in certain medical fields, such as taking care of new mothers, taking care of children, or surgery (performing operations). They do this by continuing to study for several years in the hospital as resident doctors, working in their chosen fields, and learning from other doctor specialists.

WORDS TO KNOW

medical doctor	general practitioner	examining room	medical student
physician	family doctor	check-up	medical school
admitted	medical staff	chart	medical care
medical record	intern	operation	premedical training
medicines	resident doctor	disease	treatment
surgery			specialist

THINGS TO TALK ABOUT

Name some of the equipment a doctor could use in an examining room.

What are some of the things a doctor must know?

THINGS TO DO

Have the children talk about some of their experiences at the doctor's office.

Find out various kinds of doctor specialists.

Set up a play doctor's office in your classroom. Choose someone to be doctor, nurse, and patient. Some pupils can bring doctor's and nurse's kits.

Prepare a height chart for the pupils in your classroom. Measure each periodically.

Get a local doctor to come to class and bring some of his "tools."

NURSE AND AIDE

Registered nurses, wearing crisp white uniforms and caps, scurry in and out of the hospital rooms giving medicines, taking temperatures, and answering calls. They also make the patient as comfortable as possible. Several times a day the nurse makes the rounds of every patient's room, taking temperatures, and checking pulse rates. She will write this information on the patient's chart, which is a special medical record for each patient. She keeps this chart at the nurses' station. The doctor's orders are also found on this chart. She knows what medicines this patient needs. The nurse watches each of her patients carefully, and reports on his condition to the patient's personal doctor. She tries to make the patient happy and to make his stay in the hospital as pleasant as possible.

NURSING HELPERS

The registered nurse (R.N.) may be the head of a team of hospital nursing helpers, which include nurse's aides, practical nurses, ward clerks, and orderlies. Because there are so many things to be done for patients in a hospital, all of these workers may help the nurse in taking care of her patients. A nursing aide, like the orderly, helps to feed, bathe, answer calls, and perform other helpful duties and services to the patients. Her uniform is different from that of the nurse, and she does not wear a cap. A practical nurse, who has received at least one year of nursing training, has many nursing responsibilities. She wears a uniform and a cap. An orderly, a male aide, helps with men patients and does much of the heavy work of lifting patients and equipment. Nursing aides and orderlies are usually trained on the job. Ward clerks help with clerical duties at the nursing stations.

NURSING STATION

In each section, or ward of the hospital, there is a nursing station under the direction of a head nurse or supervising nurse. Nurses and helpers report here for duty. Patients' calls come to the nursing station through an intercom or other communication system. Medical charts for patients are kept at the station desk so that they are always available to the doctors or nurses on duty at the time. The nursing station is the center of activities for the ward.

NURSING EDUCATION

The student nurse goes to a nursing school which is directly connected with a hospital. There she receives classroom instruction, and she works with patients in the hospital under the supervision of a registered nurse or nursing instructor. At first, the student nurse may only help with changing beds and giving baths, but gradually she learns how to do more things. After two to five years, depending on the type of program, she may become an R. N. Often a nurse wishes to continue her training or to specialize in one field of nursing. A nurse may also work outside of the hospital, in doctor's offices, in schools, in industry, public health, nursing homes, or in nursing education.

THINGS TO TALK ABOUT

How does your school nurse help you?

What are some health rules at your school?

Would you like to be a nurse, or aide or orderly? Tell why/why not.

What are the nurse's duties?

Why must she have special training?

THINGS TO DO

Act out a hospital scene. Have someone be the nurse, doctor and patient.

Have the school nurse visit your class. Ask her questions about her duties and training.

How are the different aides to hospitals alike and unlike in what they do?

Read stories about children taking trips to hospitals and meeting up with the nurses.

WORDS TO KNOW

nurse's aide	pulse rate	school nurse	ward
orderly	chart	public health nursing	nursing school
ward clerk	nursing station	medical record	specialize
team	medicines	intercom	uniform
temperature	head nurse	communication	training

DENTIST

The dentist is the person you go to to have your teeth taken care of. Generally, it is best for everyone to get a check-up every six months. The number of times we must see him after that to get our teeth fixed is different for each one of us. But, a person can develop good habits to take care of his teeth so that he does not have too many problems.

From the time you are a newborn baby until five years old, you have what you call "primary teeth" only. Twenty teeth grow in up till this point. These primary teeth have their very own job to do--that of guiding the growth of the permanent teeth. They make sure the new teeth that the person will have for the rest of his life will grow into proper place. Your primary teeth usually start to fall out to make way for the "permanent teeth" around age six. From ages five to thirteen this is a mixed stage of part baby teeth (primary) and part permanent teeth. Baby teeth at this time are much smaller and whiter and have more space around them than the permanent teeth. With front teeth missing, a child may have some problems pronouncing "th" or other letters or combinations of letters but that problem should stop with the growth of the new teeth if it was the teeth that caused the problem.

If a child feels his teeth are loose, he should not push nature by trying to pull them himself. When the teeth are ready to fall out, they will on their own. What holds the teeth to the gums are roots that are big and set deep inside the gums. Each child has a different rate of baby tooth loss. In their own due time the baby teeth will come out. One child may be quicker to lose his teeth than another, but all is normal in the different rates of loss.

If a person has a toothache, this is a warning sign something is wrong with that tooth--so take care of it by seeing a dentist immediately. What causes tooth decay is the bacteria which feeds on the food particles left in between the teeth. This is the important reason why we should brush our teeth often and thoroughly.

BRUSHING TEETH

What is the best way of brushing your teeth? After putting the toothpaste on the toothbrush, take the brush and brush the top teeth from the gums down and press, and when on top side molars brush the sides of the teeth in a downward motion as well as on the surface of the teeth. Do the same for the bottom teeth by brushing from the gums up. If you cannot brush your teeth after each meal because you do not have your brush with you, the next best action is to rinse your mouth well with water.

When your dentist cleans your teeth for you twice a year, he uses a special toothpaste and polisher for two to three minutes.

CHECKING TEETH

When the dentist checks to see if there are any cavities, he inspects your teeth but also uses an X-ray machine to do a thorough job. This machine is just like having your picture taken, except the lens of the camera is placed right next to your cheek. The dentist will put the square film in your mouth and will ask you to place your finger firmly on it to keep the film in place right where he wants the picture to be taken. What can cause a bad tooth is the habits one has, such as eating all kinds of junk foods and not brushing the teeth afterwards. Bacteria eat away at the particles from all the starchy foods and clingy foods that live right on the tooth. Bacteria work on the sugar that causes enamel decay which leads to bad teeth. With the decay comes the pain from the tooth.

BAD HABITS

Eating sticky caramel or gooey chocolate and too much candy and soda and foods with a lot of sugar and chewy gum are not good habits to get into. Brushing teeth once a day is not the right thing to do to take good care of that part of your body--the teeth. Infrequent visits to the dentist does not help either.

GOOD HABITS

Eat the right healthy foods, brush after each meal and make regular visits to the dentist. Healthy teeth mean a healthy body. You will enjoy life much better having a healthy body and you will also enjoy eating different foods much better.

WORDS TO LEARN

dentist	primary teeth	habits	roots
guide	permanent teeth	mixed stage	gums
tooth decay	bacteria	polisher	x-rays
molars	rinse	clingy foods	healthy
enamel	starchy foods	check-up	

THINGS TO TALK ABOUT

What is so important about taking care of your teeth?

Why should you visit the dentist?

Why should you brush your teeth?

What are some bad habits about teeth care?

What are some good habits?

What can you start doing when you go home today?

Why is gum so bad to chew?

THINGS TO DO

Role play a child doing bad habits with teeth care.

Role play a child performing good teeth care habits.

Show the children how to brush their teeth in the best way.

Invite a dentist to speak to the children.

Make a collage of good eating habits.

Ask a local dentist where you can obtain free materials on posters about teeth, free toothbrushes and toothpaste for this section of the unit.

Present films or filmstrips on the teeth and their proper care.

Write to the National Dairy Council to send information on the standpoint of good foods to eat.

Reinforce new teeth care by having the children brush with their free toothbrushes for a week or so in the hopes that they continue the new habit for the rest of their life.

MAILMAN

What happens when you write to your best friend and you put the letter in the mailbox? How will it finally get to your friend's house? The address you put on the envelope is your instruction to the post office workers as to where you want that letter to go. Writing letters or sending cards is a way of communicating or "talking" to people far away from you. That is why you must put on the right name and address. If you put the wrong name or address, the letter may not get to the right person. A good address shows the name such as "John Doe", then underneath it--the street address or post office number such as "295 Canoe Street", and underneath that the city and state are written along with the very important zip code number:

John Doe
295 Canoe Street
Bath, New Hampshire (Zip Code)

Your letter will get to the person much sooner if you put the zip code because a special machine sorts the letters by the zip code written or typed on the envelope. If there is no zip code written, then the mail cannot go through the special "cancelling" and sorting machine so it is pushed aside. No one will do anything about it until the worker can get around to looking up the zip number of the town or city himself in his special directory. So this delays the speed of the letter being sent. When the letters are finally sorted, they are put into the delivery trucks.

So what happens after the letter is thrown down the mail box slot? If you look on the mailbox, you will find certain times when a special post office truck will unload the mailbox. Usually in the small towns, there is only one man who has this job of traveling to the different mail boxes in the town to pick up the outgoing mail. After riding his route picking up the mail, he brings it to the main post office of that city or town. In small town post offices, the mail is not sorted in the office but is just put into large sacks that are locked and loaded onto large trucks for transporting mail. The mail for certain areas is brought to a large main office called a central post office. Here the mail is sorted into out-of-state mail and then sorted into piles of different states. Then in-state mail is sorted into different towns or cities. Both computers and people do the sorting. In "primary separation" mail is broken down into towns of that certain state. For example, New Hampshire. Then, trucks are sent to the different town post offices so that the people working in the town post offices can sort out their local mail. They sort the mail for different routes that their "carriers" travel. A special cancelling machine is used to stamp wavy lines across a stamp.

When the mail carrier, your postman, arrives at 7 a.m. his mail may already be sorted for him according to all the names under his route, but he has the long job of filing the names on the letters together so that when he arrives at John Doe's house he can quickly reach in his sack and have all the mail to be delivered to everyone in Mr. Doe's family altogether. He may put the mail in an outside mailbox or a slot on the front door that leads directly into the

house. Depending on how much mail there is for that day, the mailman can be spending from 7 a.m. to 11 a.m. sorting mail for his route. He may then eat a quick lunch and spend from 12:30 to 3:30 walking to the different houses on his route delivering the mail. The average mail man walks a total of nine miles a day to reach every street in his area and walk back to the post office. After his day of delivering mail, he may go home around 3:30. He has to do this five or six days a week whether it is raining, snowing, or sun shining outside.

It is important that you put your return address on the envelope so that if anything should happen and for some reason the letter cannot arrive to the person addressed on the envelope, the post office can send it back to you. It will also tell the person you are writing to where to write back to you. The place to write the return address is on the left hand top corner of the envelope.

Special delivery mail is sent by a special man who drives to people's houses to bring letters or packages that are urgent.

If you visit a post office, you may see all little boxes with numbers on the front windows. These are post office boxes which people pay money to rent. Your mother or father can rent a box so that they can pick up their mail every-day at the post office instead of having it delivered straight to their home. What is good about this is that people who rent a box can have their mail seven days a week and also on holidays. Other people get their mail delivered to their house six days a week and never on holidays. The people have their own key to each box so no one else will get their mail.

HOW YOU CAN HELP THE MAILMAN

Be sure to write the correct name and address and above all do not forget the zip code number which helps speed the mail delivery. Mail your letters early in the day when the mail load is "light." Put a return address on the left top corner of the envelope and the stamp on the top right corner. Your parents can help out by keeping walks to the house free of ice and shoveled so the mailman has no trouble getting to the door.

NEW WORDS TO LEARN

address	special delivery	instructions	communicate
zip code	envelope	transport	computers
primary separation	cancel	urgent	carriers
sorted	addressee	journey	first class
second class	third class	fourth class	shoveled

THINGS TO TALK ABOUT

About how long does it take to send a letter 100 miles?

What would it be like if no one wanted to work for the post office?

Why are machines so useful in the post office business?

Why couldn't a person who cannot walk too far without getting tired ever be a mailman?

Would you like to be a mailman?

What time of the year is there more likely to be a lot more mail? Why?

How can you help the mailman?

THINGS TO DO

Write a letter to someone and be sure to address the envelope in the correct way.

Find as many pictures as possible showing a post office or mailman.

Make a collage with these pictures.

Invite a mailman to visit your class.

Visit the post office and ask to see what is behind the counter.

THE POLICEMAN

A policeman has the job of protecting citizens and also helping people in trouble. So that you can tell a person is a policeman, you will usually find him wearing a special uniform. He usually wears a blue uniform with a badge and a blue hat with a shield on it. When he is directing traffic at night, he may be wearing a white hat with orange gloves so people can see him. Each officer is responsible for keeping his uniform clean and his shoes shined. Some policemen have more responsibility with their job so they are ranked higher. A sergeant has three stripes on his sleeve. Captains and lieutenants can be identified by silver or gold bars on their shoulder.

The policeman has a dangerous job so he must be prepared at all times. He will carry a gun and bullets and handcuffs. A special radio will be by him so he can call the station for extra help if he needs it. If the policeman has the duty of checking stores or homes, he will carry a flashlight also. When directing traffic, he will carry a whistle and flashy gloves.

Policemen have different jobs. Some may have the duty of patrolling the streets. They will ride in police-marked cars to cruise around and keep their eyes open for any trouble. Some may walk their "beats" and not use a car. They will be found with a walkie-talkie to get the station headquarters for help. Some police have the job of directing busy streets full of traffic. Police work around the clock in shifts the way nurses do. After work, they report back to the station and will be replaced by a fellow police officer. For the work he does, he gets paid and the money to pay his salary comes from people who live in the community through the taxes they pay. Large cities may have more than one police station while the smaller towns only have one main headquarters.

TRANSMITTING A CALL

When people want the police, they call the headquarters and from there the person answering the call knows which police car is closest to the place where the call was made. Then, the dispatcher radios to the police car to immediately go to the scene of the call. These radios can be used to call into the headquarters or to receive calls from the main police station. The dispatcher must be sure he reports the correct details.

SQUAD CARS

Squad cars are the most common police cars. In these cars the police patrol different areas. Anyone can easily spot a police car. The colors of police cars are different from place to place. They are marked with a police symbol, and on the top of a squad car is a light which flashes brightly when turned on.

TRAFFIC POLICEMAN

When riding in a car, often you will see the traffic policeman directing the busy intersections. He keeps the traffic flowing smoothly, helps the people walking cross the street safely, and tries to prevent accidents. Many times he will be found during the busy hours when cars are going to and from work. When children go to and from school, special women or men, some not directly on the police force, are hired to help these children cross safely so no one gets hurt.

ENFORCING TRAFFIC RULES

Traffic rules are made for everyone's safety, both people driving cars and those walking. Speed zones are set up to let the motorist know the safe speed he can go in that area. People going over the speed limit usually get a fine as a punishment. Traffic lights and stop signs are also used to help keep order in the streets because of the hundreds of cars driving along the streets. Signs and meters tell people where they may park and where they may not. One-way streets are carefully marked. Cross-walks are painted for people to use when crossing streets. Every car has to have a license plate so it must be registered. Every driver must have license which tells the policeman that the person passed the driving test. The license must be renewed every few years. An eye test is given to everyone, before being accepted for another license. Some times people will go against all the driving rules, and it is important that the police see that rules are obeyed.

CROSSING GUARDS

Crossing guards and patrol boys and girls are important police helpers. Their main duty is to help children cross streets safely on their way to and from school. These crossing guards are carefully chosen by the police department. They are trained in traffic safety and then assigned to street crossings for duty. They wear special uniforms to show they are special for this job. The woman who is hired as a cross guard wears a white hat and bright gloves for drivers to see her easily. This guard is not a police woman, nor does she work on the department as a police officer.

Most cross guards work at three different times of the day and in all kinds of weather. They wait for the children to come to school to cross them. At noon time when the children go home for lunch, you will see the cross guard back on duty. The third time is at the end of school when the children return home. The cross guard's salary is paid through the police department which gets their money from taxpayers.

If there is no cross guard who is an adult hired from the police, you may find seventh or eighth grade students working as patrol boys and girls. These young people see that children stay on the curb, and when no oncoming traffic is approaching, the patrol person motions for the children to cross the street. The young patrol boys and girls do not direct traffic as the cross guard does, but enforces the safety rules. They also ride on the buses to help the bus

driver by keeping order. A patrol member wears a white two-inch belt around his shoulder and waist.

POLICE AND FIRST AID

Sometimes a policeman goes to a special police academy to learn how to do a good job. He learns about first aid and what to do at the scene of an accident. He learns how to take care of a person who is ill or burned until a doctor or ambulance arrives. He learns what to do if a person has broken bones, and how to apply pressure to stop bleeding.

At accidents, he does what he can to help the victim until the doctor arrives. He may take the injured to the hospital. At a fire, he helps the firemen by keeping people away from the fire area. He directs traffic at the scene of the accident or fire to prevent further mishaps. The cop must get details of accidents and write out a report about all that happened.

MOTORCYCLE POLICEMEN

With a motorcycle he is able to go places where a police car cannot; such as at beaches, in parks, and even on the sidewalks. With his motorcycle, he can move around traffic very easily.

POLICE SCHOOL

Besides first aid, a police "cadet" learns all about the laws of the country, state, and community where he will be working. He will learn all traffic rules. He learns the names of streets and where they are located. He learns how to use a gun and when to use it and how to handle different people who get in trouble with the law. He must be physically strong, if he is to protect others and catch any criminals. After police school, he does not stop learning. He must take more classes and train and practice some more to improve his skills.

WORDS TO KNOW

protect	officer	dangerous	headquarters
uniform	responsible	handcuffs	sheriff
badge	device	shifts	details
shield	salary	taxes	speed zones
beats	emergency	dispatcher	license plate
replaced	smoothly	prevent	trained
deputy	cross-walks	registered	pressure
intersection	cross-guard	patrol boy	skills
fine	first aid	ambulance	
renew	victim	improve	
assigned	laws	patrol	
cadet	sergeant	cruise	
directing	decorations	brewing	

THINGS TO TALK ABOUT

Why is the policeman's job important?

What would happen if we had nobody who wanted to become a cop?

How can you help the police in your community?

What color are the police cars in your community?

Why is the job of the dispatcher so important?

What are some kinds of calls a squad car may be sent to answer?

How do police helpers make a safe place for you to live?

What are some safety rules for you to follow when crossing the street?

Do you have patrol boys and girls at your school? If so, what are their duties?

Are there cross guards at the street crossings near your school? How do they help you? How can you help them?

What do the patrol boys and girls do on your bus?

Why is it important to have an eye test before being able to renew your license?

Do you see any traffic cops in your area?

Why is it so important to have order in the streets?

What are some traffic problems?

Why is it so important all the police in your area know where all the streets are located?

THINGS TO DO

Draw a picture of a police car and color it.

Choose members of the class to act as police dispatchers. Choose other members to call the dispatcher for police aid. What will the dispatcher need?

Invite policemen to visit your class. Ask him to tell you about the police department in your community and about the different kinds of work the police perform.

Make a collage finding all the pictures you can showing police doing different jobs.

Draw a picture of a policeman doing some sort of first aid.

Ask a traffic cop to come to your class to show the classmates different hand signals he uses to direct traffic.

REFUSE COLLECTOR
GARBAGE COLLECTOR
SANITATION ENGINEER

In every city, solid useless waste material, called refuse, is found. There are many kinds of refuse: garbage or waste from the handling, cooking, and serving of food; rubbish such as waste paper, cartons, boxes, wood, furniture, and tree branches that are burnable; metals, tin cans, glass, and metal furniture that cannot be burned easily. Scrap lumber and pipe, construction materials from demolished buildings, old abandoned cars, and the bodies of dead animals are refuse, too.

Collection and disposal of refuse is important for many reasons. Refuse is hazardous to the life and health of every citizen, an unsightly nuisance, and a fire hazard as well. No city can allow it to remain uncollected and undisposed of for a long period of time. For this job, special men are employed by the City's Bureau of Sanitation or Department of Public Works.

EQUIPMENT

A heavy barrel of refuse is dumped into the hopper at the back of the truck called a packer. A large blade in the center of the hopper scoops up the refuse and carries it into the body of the truck. There another blade packs the refuse solidly and pushes it to the front to allow for collection of as much refuse as possible. After the barrel is empty, the men will put it back where it was. When the truck is packed full, the back will be closed and driven to the incinerator. Another type of packer frequently used has revolving steel teeth located just behind the hopper. These teeth shred heavy bulky materials such as old automobile tires and waste lumber so that they may be packed more easily. For refuse too large to fit into the packer trucks, open dump trucks are used.

TYPES OF REFUSE COLLECTION

In most cities, refuse collection is made once a week or more often if necessary. This public service is offered to home owners, and is paid for out of taxes. Commercial buildings such as hotels and large apartment buildings may be serviced by private "scavengers" or refuse collectors. The collection of different kinds of refuse may be done at different times. Garbage may be collected and disposed of at one time, rubbish at another.

PLACES FOR REFUSE DISPOSAL

Refuse is disposed of in several places: In incinerators, if it is burnable; at dumps outside the city limits where it is unloaded and covered. Often, refuse may be taken to a special location called a landfill. Here, the surface layers of earth are removed and piled to one side and the refuse dumped into the hole that remains. When the hole is filled, the refuse is packed solidly, and earth that has been removed is used to cover it. Although this land might previously have been unused, after it is filled it can be turned into parks and beaches.

EVERY CITIZEN'S RESPONSIBILITY

Every citizen can help to share in the responsibilities for refuse disposal: by properly wrapping garbage; keeping garbage cans and rubbish cans in good condition; by putting the cans in a convenient place where they can be picked up and unloaded.

WORDS TO KNOW

refuse	revolving	packer	barrel	incinerators
homeowners	hazardous	landfill	location	disposal
material	burnable	bulky	waste	unsightly
scavengers	citizen	nuisance	commercial	hopper
abandoned	demolished	serviced	rubbish	packer

THINGS TO TALK ABOUT

What are the different kinds of refuse that are collected?

Why is the collection and disposal of refuse so important?

How is refuse collection and disposal handled in your city?

What are some of the places where refuse is disposed of?

THINGS TO DO

Invite your local Health Officer or Sanitary Engineer to speak to your class about the problems of refuse collection and disposal and how they can best be handled.

If possible, visit your local Bureau of Sanitation to learn the functions of the entire department. Find out what happens to refuse in your city.

List several ways in which you can help share the responsibility for refuse collection in your classroom, at school, and at home.

OILMAN

Most of the oil people use to heat their homes is brought to your community from another part of the country. Your oil man gets his oil from a middle man-- a man who gets the oil from one place and transports it to the oil men directly. This man in the middle goes to the main oil plant where oil is brought from other countries or other cities. He loads his large tank truck with oil, and travels to the oil company in your city or town. Your oil man is a customer of the middle man. You are a customer of the oil man. The middle man pumps the oil from his truck into underground tanks which belong to the oil man and are on his land. Here, the oil is stored while some of the oil is repumped into small oil trucks that travel around to places selling oil.

An oilman will get his customers from his reputation, hearsay, and advertising. People will call the oil company and ask to be put on their list of regular customers which now means the oil man will come to their house and see that there is always fuel (oil) to heat the house. An oil company delivers to houses, factories, greenhouses, churches, schools, restaurants, movie theaters, and any other places that need heat.

The oil man knows when to go to his customers' homes or buildings without the customers having to run out of fuel, because of an automatic system. He writes down the last time he delivered oil and knows about when the house will need a refill because of his different gauges. If a house is not on the "automatic system", the father or mother of the house will have to watch the gauge to see how low their oil level is. After the oil man delivers oil, he stops to see his customers to leave the bill which tells them how much money they owe. The family does not have to pay it immediately, but soon after. Oil is expensive and the oil man wants to get paid by his customers since this money he has to use to pay the main plant who furnishes him with the oil. The oil man also has to support his own family with it.

Your oil man has to work in all kinds of weather, but his best time to make the most money is in the wintertime because people need more heat to make their house nice and warm. More refills are needed. The hours an oil man usually work are eight to ten hours per day, but he must be on call at all hours of the day and evening. People may run out of heat, thus they are in need of oil, which means the oil delivery man must take care of them. People everywhere need the oil delivery man.

WORDS TO KNOW

Imported	support	hear-say	automatic system
middle man	customer	regular	gauges
transports	travels	fuel	level
stored	underground	expensive	furnishes
delivers	reputation	greenhouses	

THINGS TO TALK ABOUT

Why is the oil man's job important to us?

What would happen if we could get no oil?

What other places can you think of that need oil for heat?

Who else besides the oil man do we depend on to get our oil to heat our houses?

THINGS TO DO

Visit an oil plant nearest your city or town.

Visit your oil man's company to see how they put oil in the trucks.

Invite an oil man from your city or town to talk with you about his job.

Make an experience chart concerning what you saw at the plant.

SUPERMARKET CASHIER

After a customer in a supermarket has selected the items she wishes to buy, she brings them to one of the store's check-out counters. There, the workers record each item's price by punching the right keys of the register. The checker then totals the amount on the machine and tells the customer what she must pay. If the customer does not pay the exact amount, then the checker must make change. Some cash registers even tell this amount that they should pay back to the customer. In some stores, the checker also gives the customers trading stamps with their purchase. Then, finally she puts all the food in bags for the customer to take home.

BEING A CHECKER

A good checker must be familiar with the prices of most items sold in the store. She must remember which items are on special sale. When there are many customers waiting, she should be able to work quickly and accurately. Some hours during the day are busier as are some days during the week busier. Less shopping is done early in the morning and just before closing than at any other times. Even when work is light, some checkers remain on the job. Sometimes they do other jobs around the store. During busy times, the stockboys come to help the checkers. As the checker rings up each item on the cash register, the stock boy packs it in a bag or box. He or another helper may take the groceries to the shopper's car.

KEEPING TRACK OF THE MONEY

Each morning a checker is given a basic amount of change to start the day. She is responsible for all the money in her cash register. If more than one person uses the register, the cash drawers are changed so that each checker keeps track of her own money. The money in the drawer is periodically checked and counted. It should match the total on a roll of paper tape which shows every amount that was charged or "rung up" on the cash register. Several times during the day, the cash and checks in each drawer are counted and turned over to the bookkeeper, a manager, or a head checker. Because the store hours are long, and the regular employees work only eight hours a day, part-time checkers are also needed. These may be high school students who work after school or women who do not want to work full-time. Usually, the checkers wear uniforms supplied by the stores.

IMPROVING THE CHECK-OUT SYSTEM

Some people have compared the check-out system to the narrow neck of a funnel. This is where delays in shopping usually occur. New ideas are always being tried to help speed up jobs such as this. Newly built supermarkets are experimenting with conveyor belts which go from the check-out counter, through special doors, right to the parking lot. When the customer pays for the groceries, he gets a ticket with a number on it. The same number is marked on his order. After the shopper gets his car, he drives up to the conveyor belt where the order is loaded into his car without delay.

WORDS TO KNOW

customer	price	special	checks	purchases
Items	cash register	sale	bookkeeper	funnel
check-out counter	totals	stock boy	store manager	conveyor bel
checker	make change	"ring-up"	head checker	order
record	trading stamps	cash	employee	periodically

THINGS TO TALK ABOUT

How does a cash register help the checker?

What happens to the money that the checker takes in?

What are the duties of a checker and other helpers at the checkout counter?

THINGS TO DO

Find out if your state or city has a sales tax.

Does a supermarket in your neighborhood give trading stamps?

What can one do with these trading stamps?

Visit a supermarket when it is not too busy and talk with a checker.

Write a story about a checker's job.

See if you can get a high school part-time checker to come to your school to speak to your class.

Act out the roles of checker and customer with a classmate. Using play money, act out the making of change.

HOME DELIVERY MAN

Milk is stored in a refrigerated storage room in the dairy plant until it is loaded on trucks for delivery. The milk is poured into either cartons or bottles. The cartons may be as small as the little ones you drink in school to fill one glass. Or, it could fill a pint, a quart, a half gallon or a gallon. The milk is taken to different places--directly to homes, or to schools, stores, restaurants, hospitals, and many other places. Both big and small trucks are used in this last step from cow to the customer. Like a mailman, the milkman has a regular route which includes a number of homes to which he comes regularly.

HOME DELIVERY

The milkman begins his work early in the morning. While the cows are being milked on the dairy farms, the home delivery man gets his truck from the dairy company parking lot or a garage and drives it to the loading dock. He must work in every kind of weather because everyone depends on him to get that milk delivered. His truck is kept cool by refrigeration or ice so the milk and dairy products will stay fresh. He loads his truck with enough supplies of ice-creams, creams, orange juice, skim milk, whole milk, and chocolate milk, and whatever else his company sells along the same line. He also puts extra quantities and begins his long route. The milkman goes to each house within his route and usually puts the order on the door step or in a special container. He also picks up any empty bottles which are put out for him. Sometimes, he leaves a milk card which lists available products so that the customer can mark what she wants him to leave. The customers hang this card on the door or put it in the container for the milkman. Usually he delivers every other day. This means he can have two different routes--one on Monday, Wednesday, and Friday, the other on Tuesday, Thursday, and Saturday. The milkman delivers many things besides milk. He also may bring products like whipping cream, cottage cheese, sour cream, cream, ice cream, half and half, chocolate milk, buttermilk, butter, eggs, and yogurt. Once or more a month, the milkman gives the family a bill and collects the amount of money each family owes.

STORE DELIVERY

Many people prefer to buy their milk at a store instead of having it delivered. A milkman with a big refrigerated truck supplies stores just as the home delivery man calls on the house. This milkman may also deliver to restaurants, schools, hospitals, offices, and factories. Some companies that provide milk for their employees have vending machines. These are refrigerated cases which automatically release a carton of milk when someone puts in the correct amount of money. A delivery man comes regularly to reload the vending machine and collect the money.

STORING MILK PRODUCTS

Many people work to be sure that the milk which is sold is pure and good to drink. To protect its goodness, milk should be kept cold and covered. It should be put in the refrigerator as soon as it is brought into the home.

Unpoured milk should be put back into the refrigerator immediately. All dairy products should have their containers re-covered when being stored in the refrigerator. Odors from other things in the refrigerator will spoil their taste if they are not covered.

WORDS TO KNOW

customer	loading dock	container	protect	employee
milkman	refrigeration	milk card	odor	automatically
home delivery	storage	milk bill	absorbing	refrigerator
route	restaurants	collect	vending machine	unpoured
regularly	quantities	reload	company	

THINGS TO TALK ABOUT

How do you get the milk and other dairy products that you use at home?

What are some advantages and disadvantages of making use of a home delivery milkman?

How should you take care of dairy products at home?

Make a list of all the places in your community where you can purchase milk or other dairy products?

THINGS TO DO

Play one is a milkman, another is a store owner. The milkman delivers a certain amount of quart bottles and half gallon bottles and butter and cottage cheese and eggs, etc. Price these different items. Add up the total and present the bill to the buyer.

Draw or bring in pictures of a milkman and his milk truck.

Talk to a milkman about his work and report your findings to the class.

Find out how milk is stored: in restaurants, in grocery stores, in cafeterias, or wherever it is sold.

FIREFIGHTERS WITH EQUIPMENT

Almost every community in the United States has a fire department. In larger cities, the fire department has many people employed as firefighters, and there are many fire stations with various pieces of equipment located throughout the city. Smaller communities may depend on "volunteer" firefighters to do the work of preventing and fighting fires. Most volunteer fire departments have the same modern equipment that large city fire departments do, but the communities do not have the need or often the money to pay salaries of career firefighters. In some cases, the community may pay a few special employees, such as fire chief or fire prevention officer for full-time duty and depend on volunteers to help at a fire. Both career and volunteer firemen are trained for their jobs. The equipment and salaries of fire department workers are paid by taxes and other community funds. However, many volunteer fire departments raise money for their equipment by sponsoring raffels, fund drives, or bingo games.

AMBULANCE CREW

A fire ambulance is manned by two firefighters who have training and experience in first aid and emergency medical service. Besides taking care of fire victims, the ambulance firefighters may go on emergency calls for heart-attack victims, drowning victims, and so forth. The fire ambulance is also equipped with a flashing red light and a siren with which the driver can warn cars and persons on the street when the ambulance is travelling on an emergency call. Cars traveling on the road are to pull over quickly to let the ambulance rush through to the aid of the patient.

ENGINE COMPANY

The engine company uses a firetruck that is called a pumper. It supplies hoses and water power for fighting fires, a small ladder, first-aid equipment for rescues, and hand extinguishers for small fires. A canvas covering is put over the hoses to keep them dry in case of rain or snow. The firemen with their engine (pumper) are called the engine company. The engine company is usually the first to arrive at a fire.

TRUCK COMPANY

The truck company is a fire truck that carries many ladders. The truck carries all types and sizes of ground ladders and an aerial ladder that may have a reach of 100 feet.

The truck company is also the basic rescue vehicle for the fire department as it also carries rescue tools, forcible entry equipment, ventilation equipment, protective breathing apparatus, and resuscitator. The truck company performs many functions at a fire. Its primary jobs are that of search and rescue and ventilation. By opening the roof, this allows explosive gasses out of the building and facilitates the engine company operations. By doing this, the engine company can reach the seat of the fire and put it out. The aerial ladder is also used as a water tower to protect explosives from catching on fire as well as directing water to the upper floors of a building.

SPECIAL EQUIPMENT--THE SNORKEL

Some fire departments have special pieces of equipment. One such unit is a "snorkel", a truck with a basket-like platform that can be extended high in the air. The snorkel in many cases is safer for rescue and hose operations than ladders, particularly in bad weather. The amount of extra equipment a fire department has depends on the communities and their needs as well as what it can afford. Sometimes fire departments send a company and special equipment to help at fires in other communities.

FIREBOATS

Cities built along harbors or rivers often have one or more fireboats as part of their fire-fighting equipment. Fireboats have equipment for directing water onto a fire from the river or harbor. The firefighters who operate these boats are called upon to serve in water rescue missions and to help fight fires aboard ships or in buildings along the docks.

HOSES

The pumper usually arrives first at the fire and is called a pumper because it pumps water to fight the fire. The pumper is manned by firefighters. The company officer, a driver and the firefighters make up the engine company. Hoses are connected to fire hydrants that are around the place where the fire is. The firefighter uses a wrench to open the hydrant so they will soon be ready to fight the fire. The firefighters after putting out a fire fold each hose in the truck in a certain way so that it can be removed quickly and efficiently without getting tangled up because of its long length. In addition to the regular hose, a fire engine often carries one or two "booster" lines. Water to fight fires usually comes first from the water or booster tank carried on the engine company. Meanwhile, firefighters are connecting to fire hydrants or drafting from ponds for a continuing source of water.

WATER FOR FIGHTING FIRES

Cities usually supply water for fire fighting by providing underground water mains (large pipes). Sometimes the water is the same water provided for use in homes and sometimes it comes from separate water supply used just for fighting fires. The outlets for the water mains are called hydrants. Although hydrants are installed by the city water department, the firefighters usually check them at least once a year. If caps are broken or hard to open, firefighters report this to the water department.

WORK IN AN ENGINE COMPANY

Because of the weight of hoses and the force of water with which firefighters work, the firefighters must be very strong to carry such heavy equipment.

FIGHTING THE FIRE

The volunteer firefighters work quickly to prevent the fire from spreading to other buildings and to locate the source of the fire. The firefighters from the ladder truck, which is parked nearby, have made sure that any people inside have gotten out safely. These firefighters also ventilated the building by making holes in the roof and opening windows allowing the heat, smoke, and poison gas to escape. This allows for other firefighters with breathing apparatus on to penetrate deeply into the fire building to extinguish the fire. The hoses are very heavy with all that water coming through so usually two or more men are needed to hold and aim the nozzle.

DANGERS OF FIRE FIGHTING

A firefighter faces many dangers when he is fighting a fire or rescuing persons from a burning building. As he is in the most hazardous occupation in the world, the firefighter often risks being burned, overcome by smoke, and injured by falling objects. A firefighter must be prepared to work day or night, in all extremes of weather. Yet, in spite of the hazards of fire fighting, the firefighter performs his duties without hesitation.

EXTRA-ALARM FIRES

When a fire company receives an alarm, the fire officers and firefighters usually do not know how large or dangerous the fire is until they get to the scene of the fire. When the officer in charge has judged the seriousness of the fire, he may contact fire department headquarters and request additional equipment, or apparatus. The fire is then called a "two-alarm fire". If additional alarms for the same fire are sent in, requesting still more equipment, the fire becomes a three, four, or even five alarm fire.

AFTER THE FIRE IS OUT

When the fire has finally been put out, the firefighters still have work to do. The hoses must be drained and put back on the trucks. After the firefighters get back to the fire station, they must clean and inspect the tools and other equipment so they will be ready for use again. Finally, the officer makes out a report on the fire stating the cause, estimating the cost of damage, and describing how the various pieces of equipment operated.

HOW YOU CAN HELP FIREFIGHTERS

Several pieces of fire equipment are usually sent to answer an alarm--perhaps a pumper, an aerial ladder truck, an ambulance, and a chief's car. All of this equipment takes up a considerable amount of space. Pumpers need to be near fire hydrants so firefighters can connect the hoses and get water to fight the fire. This is why people should not park their cars near hydrants. Ambulances also must be able to reach the fire scene to take injured people to hospitals. Police are usually on hand to direct traffic and prevent people from getting too close to fires. Both firefighters and policemen can do their work better at fires if people stay away completely from the scene of the fire or emergency.

FIRE DEPARTMENT TRAINING

In all fire departments, firefighters should spend some time in a formal training program before they are allowed to fight fires. They "practice" climbing ladders, hooking hoses to engines, rescuing people, holding a rescue net, jumping into a net, administering first aid, and using all types of fire-fighting equipment. In addition, they receive classroom instruction on how and why fires start, the various kinds of fires, and how to prevent fires. For about a year, firefighter recruits are on "probation" which means during this time they gain experience in fire fighting. The firefighter has to be strong and in good physical condition. After becoming a full-fledged firefighter, there is still daily training. He has a daily practice of testing the equipment, using ropes, ladders, hoses, etc. He also learns about new ways of fighting fires and new materials used. In some areas, firefighters are sent to a fire school several days a year for further training every year. As our technology advances, it creates new and challenging problems to the firefighter as many new hazardous materials are manufactured and require special fire fighting techniques to fight these fires.

KEEPING EQUIPMENT IN GOOD REPAIR

After a fire, the firefighters must clean or repair all the equipment to be prepared for the next emergency. Wet hoses are hung up to dry in the fire station. While they are drying, the firefighters put dry hoses on the engine. All tools used at a fire are cleaned and returned to their proper places. Drivers of all apparatus test their vehicles to make sure they are operating correctly. The motors under the hoods are kept clean and sparkling as the outside.

TILLER MAN

Some ladder trucks are so long that the front driver needs extra help. In this case, a second driver called a tiller man sits behind a steering wheel at the back of a truck which controls the rear wheels. He is especially needed when the big truck has to turn a sharp corner.

WARNING DEVICES

There are many devices to let people know an emergency vehicle is coming. There are red flashing lights. Above the bumper is a siren, used only when the truck is going to a fire. A warning light is used while travelling and when the truck is parked at a fire. On each corner of the windshield is a spotlight to help the driver find house addresses at night or focus on the scene of the fire.

ANSWERING A CALL

When a fire alarm sounds, the fire station becomes a very busy place. Every minute counts since a fire can get out of control in a short time. While the person answering the call finds out where the fire is, firefighters have already opened the fire station doors. Apparatus operators are heading for the driver's

seat of the apparatus. The other firefighters are getting into their protective clothing of boots, coats, helmets, and breathing apparatus. To save time, they usually keep these items near or on the engine. As soon as the officer finds out the address, the men will be on their way as fast as traffic permits. If the fire department is made up of volunteers, the person receiving the fire call sounds a loud siren and alerts the firefighters by radio. Volunteer firefighters hurry from their homes or jobs to the fire station to man the equipment. Some volunteer firefighters follow the equipment to the fire with their own automobiles.

ALARM BOX REPORTS

Besides calling the fire department headquarters directly to report a fire, one can also use the alarm box. They pull down a lever which has a number to tell the box number then it flashes to the headquarters. The number and time the box was sounded is recorded. The number of the box tells the location as to where the fire is because one would alert the fire department by using the alarm box closest to the fire.

RADIO COMMUNICATION

In addition to telephones, each fire department vehicle and fire station usually has a two-way radio used so that the firefighters can send messages to and receive messages from the central communication system (fire headquarters). They can also communicate with other pieces of equipment going to the fire. By radio, an officer at the scene of the fire can also ask headquarters to send more or special equipment. The radio is also used in both volunteer and paid departments to notify firefighters of the location of the fire or emergency. A tone is used to alert the firefighters before the message is given. These radios are kept by volunteer firefighters at home and on their jobs so they will be notified when an emergency arises.

SLEEPING QUARTERS

Firefighters in city fire departments stay at the fire station while on duty. To provide around-the-clock fire protection, many firefighters work in three shifts. Each shift is usually on the job twenty-four hours and then off for forty-eight hours. Because a shift may work a full twenty-four hours, sleeping quarters are provided in the fire station as well as a kitchen in which the firefighters can prepare their meals when they are on duty. One firefighter on a shift usually does the cooking. Other firefighters are assigned regular housekeeping duties--washing dishes, washing windows, and sweeping floors which requires them to take time away from their fire prevention training and pre-fire activities. Thus, some departments hire other persons to do this work.

FIRE POLES

The brass pole is a traditional part of firehouse equipment. It is used in station houses which have two or more floors where the fire vehicles are housed on the main floor. The firefighter always keeps these poles polished, so to allow a smooth slide. A rough sliding pole can throw a firefighter off the pole

and cause serious injury. In case of fire, the firefighter can slide down the poles quickly. Many fire stations being built today are one story buildings, thus eliminating the dangers of the fire pole as many firefighters have been injured by sliding the fire pole.

DUTIES OTHER THAN FIREFIGHTING

When firefighters are fighting fires, they work very hard and often risk their lives. Firefighters also do fire prevention, prefire planning, and training. They must strive to make their fire department more efficient. There are special times, however, when firefighters will volunteer their time to do work such as repairing toys for orphanages or hospitals.

SAFETY REGULATIONS

Experience has shown that many fires can be prevented and lives and property saved if fire safety regulations are followed. Building codes (rules) require that all public buildings, for example, theaters and schools have an adequate number of marked exits which are kept clear at all times. The buildings must have correctly installed electrical wiring, fire extinguishers, and stairways. Just because buildings are made of brick does not mean they are fire proof. As a matter of fact, no building is fire proof; at best they are fire resistive. New schools being built are often one story buildings with many exits so that students can get out safely and easily in case of fire. Under the supervision of the fire department, fire drills are held frequently at schools to teach children to exit from the buildings quickly and in an orderly manner. To make sure fire safety regulations are enforced, firefighters are often assigned to places where there will be a great number of people such as in an indoor sports event.

FIRE PREVENTION

To make people safety conscious, the President of the United States officially declares a Fire Prevention week each year during the month of October. During this week, fire safety is emphasized to the public through radio, television, and newspapers. During this special week, the firefighters visit classrooms of children and teachers to demonstrate their equipment and to teach people how to help avoid fires in the home, school, and community in general. Firefighters urge people to keep homes and alleys free from rubbish which could start fires. There are other preventive measures. Do not play with matches. Do not go near a burning fire because the sparks could fly over to your clothing. Tell your parents if you see a half eaten away looking wire in your house. Stay away from the stove, also.

One should remember that fire prevention is not just a job to be practiced only one week a year, but a job to be practiced 52 weeks a year. Each year in the United States over 12,000 people are killed by fire and our annual fire losses exceed two billion dollars. Not to mention the tens of thousands of fire injuries due to burns each year which are painful and disfiguring. We should be very shameful of our record as we have the highest fire death record of any country in the world, and our firefighters and fire departments need the help of each person to reduce this loss.

IMPORTANCE OF HUMAN SAFETY

Firefighters not only fight fires and rescue fire victims, they are also called upon in other emergencies. Fire equipment is frequently used on calls which have nothing to do with a fire. Firefighters are called to save someone who has fallen through the ice on a river or pond. They are asked to use ladders to reach persons or pets that have gotten to high places and cannot get back to the ground. In automobile or truck accidents, where the occupants are trapped inside, the fire department's aerial ladder company or rescue squad may be called to use its metal-cutting equipment. Citizens with heart attacks or breathing difficulties often call the fire department for its emergency inhalator or resuscitator equipment.

One should remember the fire department is there to serve the citizens of the community in all types of emergencies. They are trained to handle emergency situations of all types and are the truly only emergency service.

WORDS TO KNOW

department	hand extinguishers	nozzlemans	alarm box
equipment	locate	hydrants	central communication system
located	ventilate	wrench	
volunteer firefighters	aerial ladder	efficiently	sleeping quarters
salary	control	booster lines	risk
engineer	focus	water mains	repair
career firefighter	two-way radio	outlets	exits
taxes	communicate	installed	additional
ambulance	shift	source	apparatus
manned	eliminating	escape	two-alarm fire
experience	volunteer work	nozzle	drained
victims	adequate	hazards	inspect
pumper	snorkel	hesitation	stating
engine company	harbors	alarm	estimate
supplies	fireboat	request	various
rescue	operate	emergency	several

connect	tiller man	demonstrate
prevent	siren	building codes
recruits	recorded	inhalator
formal training programs	damage	resuscitator
practice	fire pole	station house
administer	occupy	chief
instruction	fire safety regulations	rescue net
probation	fire resistive	contact
full-fledged	aerial ladder truck	fire safety
vehicles	fire drills	safety conscious
rubbish	occupants	respond
fire alarm	helmet	techniques
dock	fire prevention	Fire Prevention Week
electrical wiring	rescue squad	on duty
polished	"hooking up"	scene of a fire

THINGS TO TALK ABOUT

Name the main types of equipment that can be found in most fire departments.

How are career and volunteer fire departments alike?

What type of equipment might firefighters use to fight a fire in a tall building?

What might they use to fight a fire on a dock or pier?

What is a pumper? How is it used at a fire?

Where do the firefighters get the water that is used to fight fires?

What does the engineer do at a fire?

What do the nozzlemen do?

How do firefighters ventilate a burning building? Why do they do this?

Why do you think men become firefighters when fighting fires is such dangerous work?

Why should people stay away from the scene of a fire?

Why is so much training necessary for firefighters?

Why do fire departments have regular daily drills?

What are some other jobs firefighters have beside going out to put out fires?

What should people do when a fire truck is approaching?

Why do firefighters keep their boots, coats, and helmets near the fire engine?

Why might a firefighter at a fire want to communicate with the fire department headquarters?

Why do firehouses have poles?

Why are school fire drills important?

What is an important rule youngsters never should do when having a fire drill?

What are some ways to prevent fires?

In what situations, besides actual fires, might a fire department be called upon to do?

Does your city or town have a career fire department or volunteer one?

What is a snorkel used for?

Why is it so important that everyone knows what his job is exactly in fighting a fire?

Why is firefighting so dangerous?

What would happen if we could not get enough men to become firefighters?

What do firefighters do after returning from a fire?

How should people be when reporting a fire on the telephone?

What is good about Fire Prevention Week?

What can you do to prevent fires?

THINGS TO DO

Make a list of the fire drill instructions that apply to your classroom.

Find or draw pictures to illustrate ways to prevent fires at home; at school, outdoors.

Make a diorama or draw a picture of the insides of a firehouse showing sleeping quarters, the kitchen and the part of the building where the main apparatus is kept.

Write a story about a firefighters day on duty. Tell what work he might do at the firehouse.

Find out if the fire stations in your area have a fire pole.

Visit your local fire station.

Invite a fireman to talk to your class about the day in the life of a firefighter. Tape it for later use. Have him bring his protective clothing he uses in fighting fires including his breathing apparatus.

Draw a picture of a firefighter dressed in his equipment ready to go to a fire.

Find out how fires are reported in your community. Ask the principal of your school if there is an alarm box at the school.

Find as many pictures as you can showing a firefighter.

Find or draw pictures to show fires that are helpful (fireplace, campfire, furnace, gas stove, etc.) and fires that are harmful (forest fire, burning building).

Find out some rope ties which a firefighter must know. Have a boyscout visit your class and demonstrate some basic rope ties.

Write a report of a recent or well-known fire in your area (or make up a situation). Tell what caused the fire, what damage was done, and how it could have been prevented.

Role play a scene at the firehouse when the headquarters have report of a fire.

Find out and make a list of different ways to put out a fire (pouring water over it, smothering it with dirt, etc.)

Find out the different classes of fire and what kind of extinguishing agent is used on each.